

INSTRUCTIONS: FINANCIAL DISCLOSURE STATEMENT FOR PUBLIC OFFICERS

Please fill in each line or section; indicate not applicable with "N/A" or "None."

PAGE 1

Date of Statement: Use the date that the statement is notarized.

a. General Information:

Name of Public Officer: Enter the first name, middle initial and last name of the Public Officer.

Mailing Address: Provide a complete mailing address; be sure to include zip code. If you use your home address, please so indicate and the staff will delete it for public record purposes.

E-Mail Address: Optional.

Position: Indicate **official State title**. Do not list your private employment in this section.

Department or Agency: Indicate State department or agency with which you are affiliated.

Daytime Telephone Number: Please indicate telephone number where you can be reached in the daytime. (It is occasionally necessary for a staff member to contact a filer to obtain omitted information or for clarification of disclosed information.)

Other governmental positions (Federal, State, County or Local) held by you, whether compensated or uncompensated: All other governmental positions held by you must be listed, even if no compensation is received. This includes, but is not limited to, elected office, service on planning, zoning, environmental, or tax boards, or utilities' authorities.

b. If you, your spouse, or dependent children presently engage in any occupation, trade, business, profession or employment, list it here. This information must also be listed on page 3, f.1, if income of \$1,000 or more is earned.

Licenses: If the public officer holds a license issued by a State agency that entitles him/her to engage in a particular business, profession, trade, or occupation (e.g. attorney, physician, nurse, pharmacist, engineer, real estate, insurance, private detective, teacher), so indicate. Note whether the license is active or inactive. Completing this section satisfies the officer's obligation to report under *N.J.S.A. 52:13D-23(e)(2)*.

PAGE 2. Assets

Assets Required to be Disclosed. You are required to disclose an asset if it is valued at \$1,000 or greater. Indicate assets with a checkmark. Do not indicate dollar value.

Cash on Hand in Bank: If total exceeds \$1,000, enter a checkmark.

Notes Receivable-Secured and Unsecured: Secured and unsecured notes receivable should be listed. A secured note is one supported or backed by security or collateral, such as real or personal property. If you are the holder of such a note, enter a checkmark. The nature of the note(s), i.e., whether unsecured or secured by a contract, mortgage or other form of collateral, should be disclosed under f.5 on page 3. **(Do not list mortgages owed by you in this section; these should be listed under liabilities on page 4.)**

Accounts Receivable: An account receivable is a debt owed to you that arises in the normal course of business dealings. Enter a checkmark if you are owed such a debt and indicate the nature of the account(s) under f.5 on page 3.

Government Bonds: Check if you own government bonds. Bonds should then be itemized (U.S., New Jersey State, New Jersey Local, Out-of-State and Foreign) on page 5, Schedule A, "Stocks and Bonds Held."

Stocks and Corporate Bonds: Enter a checkmark for stocks and corporate bonds held, including mutual funds. These must be itemized on page 5, Schedule A, "Stocks and Bonds Held."

Interest in Contracts with Government Instrumentalities: If you have an interest in any contract(s) with any governmental entity, enter a checkmark. Contracts should then be itemized on page 6, Schedule B, "Interests in Contracts with Government Instrumentalities."

Real Estate Interests. Indicate by checkmark if any real property is owned wholly or partially by the filer or his/her spouse. Include your primary residence, vacation homes, rental property, commercial property and land holdings. Itemize your holdings on page 7, Schedule C.

Accumulated Cash Value of Life Insurance. Indicate with a checkmark if you have life insurance you can redeem for more than \$1,000.

Total Value of Pension Fund. Indicate with a checkmark if the total value of all pension funds including State of New Jersey and any other plans established by you, your spouse or former employers (IRA, Keogh, annuities, etc.) exceeds \$1,000.

Vehicles. Indicate with a checkmark if value exceeds \$1,000.

Other Assets. Itemize and list assets if value exceeds \$1,000.

d. Blind Trust Agreements. A Blind Trust is one in which the grantor has no management rights and has no knowledge of or control over the acquisition or disposition of trust assets. All **Blind Trusts** must receive the approval of the Commission and must possess the characteristics outlined in section II of Executive Order No. 10.

e. Interest in closely held corporations, partnerships, sole proprietorships, or similar business entities. Interest is defined as any ownership or control of any profits or assets of such business entity. Check "yes" and remember to itemize on Schedule D, page 8, if you have such an interest.

PAGE 3. Income

Identify all sources of income.

The following need not be disclosed.

- income from any source totaling less than \$1,000.
- cash gifts of less than \$100 in the aggregate received from a person.
- non-cash gifts with a fair market value of less than \$200 in the aggregate received from a person.
- gifts of less than \$3,000 in the aggregate received from a relative.
(Relative, as defined in Executive Order No. 10, includes "a son, daughter, grandson, granddaughter, father, mother, grandfather, grandmother, great-grandfather, great-grandmother, brother, sister, nephew, niece, uncle, or aunt. Relatives by adoption, half-blood, marriage or remarriage, shall be treated as relatives of the whole kinship.)

f.1. Employment. Include your State position if compensation of \$1,000 or more is received, as well as any other employment, full or part-time, for you, your spouse, or dependent children. Indicate commencement date and termination date, if applicable.

Income in the nature of "delayed" compensation, including deferred or future income from the practice of a profession, should be reported here.

f.2. Compensated directorships and other fiduciary positions. List only **compensated** directorships and other fiduciary positions here. One is said to act in a fiduciary capacity when the business which he/she transacts or the money or property which he/she handles is not his/her own or for his/her own benefit but for the benefit of another person (executor of an estate, trustee, receiver in bankruptcy). Be sure to also list these positions under section g. at the bottom of page 3.

f.3. Contractual arrangements. All contractual arrangements producing or expected to produce income must be listed. Contractual arrangements include, but are not limited to, a buyout agreement, severance payments, a purchase contract, contract of sale, lease or rental agreement of any goods or services or license.

f.4. Capital Gains. Enter a checkmark for capital gains here and itemize on Schedule E, page 9. A capital gain is a profit realized on the sale or exchange of a capital asset (stocks, bonds, house, property, car, etc.)

f.5. Miscellaneous Sources of Income. Honoraria, lecture fees, gifts not excluded above, and other miscellaneous sources of income should be disclosed here, including but not limited to Social Security, pensions, bank interest, dividends, rental income, accounts and notes receivable, and royalties over \$1,000. List each source on the line(s) provided.

The conditions under which a State officer is permitted to accept an honorarium are outlined in *N.J.A.C. 19:61-6.4(e)* and *19:61-6.5(c)* of the Commission's Rules.

g. Compensated or uncompensated offices, trusteeships, directorships or positions of any nature held by you, your spouse, or dependent children, with any firm, corporation, association, partnership or business. List all applicable positions and indicate whether held by the State officer, spouse or dependent child. Also, indicate whether the business entity in question does business with a casino or the State or is regulated, licensed or inspected by a State agency.

PAGE 4. Liabilities

The following liabilities need not be disclosed.

- Less than \$10,000 owed to a relative.
 - Less than \$1,000 owed to any other person.
 - Loans with an outstanding balance of less than \$10,000 as of the close of the preceding calendar year secured by a personal motor vehicle, household furniture or appliances where the loan did not exceed the purchase price of the item.
 - Revolving charge accounts where the outstanding liability did not exceed \$10,000 in total as of the close of the preceding calendar year.
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List all other liabilities of yourself, your spouse and dependent children and identify the creditor. Provide value classes of liabilities of public officers and spouse only. Do not include value classes of liabilities of dependent children. Liabilities include, but are not limited to, notes and accounts payable, taxes, mortgages or liens, and loans on life insurance. It is not necessary to list the current year's real estate taxes as a liability. However, if such taxes are not current, the value class of the arrears should be listed. **Note that you must indicate a value class for each listed liability. Value classes are listed at the bottom of the page.**

Forgiven Liabilities. If any liability has been forgiven by any creditor within the last 12 months, provide the name of the creditor and indicate the value class. **(Do not list liabilities that you have satisfied in full.)**

PAGE 5. Schedule A-Stocks and Bonds Held

List the type of security (stock or bond), issuer, and whether stock is held by public officer, spouse or dependent children. If ownership exists through a **mutual fund**, you need not list individual stocks, but must list the name of the mutual fund or holding company. If ownership exists through a beneficial trust and you have no knowledge of the stocks or bonds owned, list the name of the trustee.

If you, your spouse or dependent child own **more than 10% of the total stock of any company**, the percentage of ownership must be disclosed.

PAGE 6. Schedule B – Interests in Contracts with Government Instrumentalities

Business or commercial transactions involving the sale, conveyance, or rental of any goods or services to any State, county or municipal or other public agency in New Jersey must be disclosed.

PAGE 7. Schedule C-Real Estate Interests

1. **Indicate all real estate holdings, in whole or in part, of the State officer, spouse, and dependent children.** Be sure to list your primary residence, vacation residence, residential and commercial rental properties, and land under this section. Real estate interests must also be disclosed on page 2.

2. **Shared real estate interests/individuals employed by the same State agency.** If any of the individuals sharing a real estate interest are employed by the same State agency, please disclose the names of those individuals and whether there is a supervisor/subordinate relationship between the individuals in question.

Under Commission precedent, officers in the same State agency in a supervisor/subordinate relationship are not permitted to have joint business interests. The Commission requires that these situations be remedied by the termination of the business relationship or the supervisor/subordinate relationship.

3. **Government tenants/government action pending.** List the name of any government instrumentality that is a tenant in any property listed under question 1.

Also, disclose whether any government instrumentality has before it an application, complaint or proceeding directly affecting any property listed under question 1.

PAGE 8. Schedule D-Interest in Closely Held Corporations or Similar Business Entities. (Interest is defined as any ownership or control of any profits or assets of such business entity.)

Indicate whether the interest is held by the public officer or his/her spouse. If there is more than one business interest, you may make additional copies of Schedule D or provide all requested information on separate sheets. Be sure to provide a description of the activities of the business as well as **the duties and responsibilities of your State position.**

PAGE 9. Schedule E-Capital Gains

Capital gains identified on page 3, question 4 must be itemized here. Schedule E should include real property, stocks, or any other asset where a profit was realized.

PAGE 10. Attestation Page

This page must include the filer's **original** signature, an **original** notary signature and seal, if applicable, and the expiration date of the notary's commission. (If a New Jersey attorney notarizes the filer's signature, a seal is not required.)

Photocopies of "Attestation," page 9, are not acceptable.